



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

To Add an Agent

A QUICK GUIDE TO USING THE ONLINE PORTAL





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To Add an Agent

1. Log in to JobsCayman Portal.

User Name:

Password:

Remember me next time.

[Log In](#)

To change your CInet password or to register for a CInet account [Click Here](#)

2. Click on the 'New' Button, then 'Update Employer Profile'.

New

Recent processes

- Update Person Profile
- View Available Jobs
- Payment
- Update Employer Profile
- Submit Job Post

All Cases

Case Number	Process	Activity	Current User	Status	Creation Date
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To Add an Agent

3. Select the company that you want to use

The screenshot shows the 'UEP197 Select Employer' page. On the left sidebar, there is a 'Select Employer' section with a green vertical bar and an arrow pointing to it. The main content area has a search bar with the text 'Please write employer's name or employer's registry ID to execute the search, at least 3 characters. For a full search please type %/%'. Below the search bar, there is a 'Select' button and an 'Update' button. The status is 'Select Employer'.

4. Scroll down to the where it says to 'Manage Associated Agents or Persons'.

The screenshot shows the 'Manage Associated Agents or Persons' section. It features a table with the following data:

Agent's / Person's Name	Email	Primary Contact	Delegated Contact	Recruiter Role
worc_test78	kaitand10@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please select...

Below the table, there is a search bar for 'Agent's / Person's Registry ID' and a 'Search Agent (s) / Person (s)' button. There are also sections for 'Manage Associated Employers' and 'Escrow Account Details'.



To Add an Agent

5. Search for the Person or Agent you want to link by using the Person's ID number.

The screenshot displays the 'Manage Associated Agents or Persons' section of the WORC system. On the left, a sidebar contains a 'Details' tab and a 'Process Path' section with buttons for 'Update Employer Profile', 'App > Process > Job Clearing House > Update Employer Profile', and 'Events'. The main content area includes a 'Contact Person' section with fields for Name (Kaitlan), Email (kaitlan.dacosta@gov.ky), Contact Number (+1345 9021738), and Alt Contact Number (+1345). Below this is a table for 'Associated Agents or Persons' with columns for Agent's / Person's Name, Email, Primary Contact, Delegated Contact, and Recruiter Role. A table entry shows 'worc_test78' with email 'kaitland10@gmail.com' and 'Primary Contact' checked. Below the table is a search field for 'Agent's / Person's Registry ID' and a button labeled 'Search Agent (s) / Person (s)'. An arrow points to this button. Further down is the 'Manage Associated Employers' section with a search field for 'Employer's Name' and a 'Search Employer (s)' button. At the bottom, 'Escrow Account Details' shows 'Escrow Account ID: 10000022' and 'Creation Date: 14/11/2019'.

6. Select the Person then click add.
7. When done, hit submit.